

**Advisory Committee
Meeting #26
Saturday, February 27, 2010**

Peter Cory, Chair, called the meeting to order at 8:30 a.m. Those present included Judi Donnelly, Virginia Ferko, Jack Haley, Rick Hill, Kathy Macdonald, Barbara McMahon, Maura Murphy, Rich Page, Caren Parker, Derek Redgate (8:45 am), Steve Simons, Steve Sykes, Marc Taylor, and Jason Whittet (noon).

Citizens Speak. No one was present.

Warrant Articles for 2010 ATM. Mr. Cory reviewed the process members should use in preparation of the write-ups for the Advisory Report.

Article 29 Removal of Personnel from Civil Service. The group discussed the article which requests approval to remove uniformed police from the provisions of the Civil Service laws. After discussion, Ms. Macdonald moved and Mr. Simons seconded recommending favorable action on Article 29. **The vote was 14 in favor; 0 opposed.**

Article 5, Motion 1 Union Contracts. It was noted that the firefighters will be voting on their contract in early March, at which time Advisory will make its recommendation on the relevant Motion. The group discussed the provisions included in the contract extensions for the Town's patrolmen and superior officers unions. After discussion, Ms. Donnelly moved and Ms. Macdonald seconded recommending favorable action on Article 5, Motion 1. **The vote was 13 in favor; 1 opposed.**

Article 5, Motion 2 Group 40 Salary Schedule. The motion was discussed. Ms. Donnelly moved and Ms. Parker seconded recommending favorable action on Article 5, Motion 2. **The vote was 14 in favor; 0 opposed.**

Article 5, Motion 3 Series 50 Salary Schedule. The motion was discussed. Ms. Macdonald moved and Ms. Parker seconded recommending favorable action on Article 5, Motion 3. **The vote was 14 in favor; 0 opposed.**

Article 5, Motion 4 Salary Pool. The motion was discussed. Mr. Simons moved and Mr. Haley seconded recommending favorable action on Article 5, Motion 4. **The vote was 14 in favor; 0 opposed.**

Article 4 - Job Classifications. This is a housekeeping item ratifying actions taken by the Human Resources Board in FY10. Ms. Donnelly moved and Ms. Parker seconded recommending favorable action on Article 4. **The vote was 14 in favor; 0 opposed.**

Article 6 Motion 1, Bylaw Amendment – Position Description Review. After a brief discussion, Ms. McMahon moved and Ms. Donnelly seconded recommending favorable action on Article 6, Motion 1. **The vote was 14 in favor; 0 opposed.**

Article 6 Motion 2, Bylaw Amendment – Defines HR's Authority for Establishing Pay Scales. After a brief discussion, Ms. McMahon moved and Ms. Donnelly seconded recommending favorable action on Article 6, Motion 2. **The vote was 14 in favor; 0 opposed.**

Article 6, Motion 3 – Salary Offers for Internal Candidates. Ms. Donnelly moved and Mr. Simons seconded recommending favorable action on Article 6, Motion 3. **The vote was 14 in favor; 0 opposed.**

Article 6, Motion 4 – Vacation Credit for Benefitted Part Time Employees. After a brief discussion, Ms. Donnelly moved and Ms. McMahon seconded recommending favorable action on Article 6, Motion 4. **The vote was 14 in favor; 0 opposed.**

Article 9 – Town Clerk’s FY11 Salary. After a brief discussion, Ms. Donnelly moved and Ms. Macdonald seconded recommending favorable action on Article 9. **The vote was 14 in favor; 0 opposed.**

Article 39 – Appoint Fire Engineers. After a brief discussion, Ms. Donnelly moved and Ms. McMahon seconded recommending favorable action on Article 39. **The vote was 14 in favor; 0 opposed.**

FY11 Budget Status. Members reviewed the FY11 Budget Status dated 2/26/2010, and the most recent Preliminary Sources and Uses of Funds documents. Mr. Cory informed the group that it appears the pending legislation for level funded State aid in FY11 is heading towards approval. If this occurs, it will significantly reduce the FY11 budget gap to a much more acceptable level. In addition, Mr. Cory noted that the Finance Director has notified the respective boards of Advisory’s votes concerning their capital and operating budget adjustments. He reviewed the status of the capital and operating adjustments voted by Advisory at its last meeting, noting that the cost for the Fire Station floor may be increasing-- the amount to be provided by the PBC. Mr. Cory also noted that the \$200,000 slated for the relocation of the facilities maintenance offices has been removed; it was decided that the department will remain in the Middle School.

Ms. McMahon reported that the School Committee voted a \$125,000 reduction in its cash capital budget, applying \$90,000 of that amount towards its operating budget, as voted by Advisory. In addition, the School Committee voted to keep the Out of District tuition freeze totaling \$94,000 as a credit towards its operating budget, in spite of Advisory’s vote not to apply this amount as a credit. A gap of \$180,000 remains. Ms. McMahon reviewed the adjustments voted by the School Committee on February 23rd. Advisory members remain concerned with the actions taken and decisions made by the School Committee relative to its budgets. It is late in the process and although questions have been submitted since the initial presentation of budgets in December and January, there are still a significant number of outstanding requests for data and other information. Some Advisory members feel strongly that there is a need for a larger financial team to handle the Schools financial matters, and to provide better accountability, transparency, and more timely responses relating to financial issues. In addition, Advisory believes there is a need for a complete overhaul of the structure and presentation of the Schools budget.

After a lengthy discussion, Mr. Haley moved and Mr. Hill seconded to request, by March 3, 2010, a complete analysis of the stimulus funds received in FY10, how much was used in FY10, how much is transferred for similar use and for different uses in FY11. In addition, Advisory is requesting immediate clarification of the potential impact of the reallocation of personal expenses from the Instructional to the ST&T budgets on potential Circuit Breaker reimbursement. **The vote was 12 in favor; 2 opposed.**

Mr. Cory informed the group that the Executive Director and Finance Director have requested that 90 percent of the anticipated \$9,500 in receipts to be collected by the Wetlands Protection Committee (WPC) through its permitting process in FY11 be applied to offset the WPC’s administrator’s salary. The WPC has indicated these funds should be maintained in an emergency reserve fund. It was noted that if an emergency arises, the WPC may request a transfer from the Town’s Reserve Fund.

After discussion, Mr. Haley moved and Ms. Donnelly seconded that it is in agreement with the Finance Director that 90 percent of the funds accrued from Wetlands permitting fees should be applied to supplement the Wetlands' Administrator's salary. **The vote was 13 in favor; 0 opposed; 1 abstention.**

The Committee discussed the increase in funds included in the Health Department's budget for emergency contingencies. It was agreed that such funds should not be part of a department's operating budget. After discussion, Ms. Ferko moved and Ms. Macdonald seconded that the Board of Health be requested to remove the increase in emergency contingency funds from its budget. **The vote was 14 in favor; 0 opposed.**

Facilities Maintenance Capital Request. The Committee reaffirmed its previous vote that the Facilities Maintenance capital request be reduced by 5 percent.

Mr. Cory referred to the additional RDF revenue projection of \$200,000 due to increased recycling and favorable tipping fees, which will reduce the RDF tax impact budget by this amount. He also noted that the Health Insurance Reimbursement Account (HRA) has been reduced by \$225,750 due to more favorable Rate Saver insurance costs.

Article 31, Large House Review (LHR) Amendments. Mr. Sykes reviewed the article. There are two proposed amendments to the LHR bylaw: one is to include attic space in the total living area plus garage space calculation underlying the bylaw's threshold; the second modification addresses how changes will be handled in a previously- approved LHR. Changes will be identified as major or minor, with minor changes approved by the Planning Director and major changes brought to the Planning Board for approval. After discussion, Mr. Sykes moved and Ms. Ferko seconded recommending favorable action on the bylaw amendment involving inclusion of attic space in the calculation of the LHR bylaw threshold. **The vote was 14 in favor; 0 opposed.** Next, Mr. Sykes moved and Ms. Ferko seconded recommending favorable action on the bylaw amendment involving how changes will be handled to previously approved LHR projects. **The vote was 14 in favor; 0 opposed.**

Article 32, Heights of Buildings and Structures. Mr. Sykes reviewed the article. This amendment will require that the maximum height of a new structure or addition will be measured from the original average grade around the location where the proposed structure is to be built, as opposed to the present basis of the average finished grade. Action was deferred pending clarification of certain issues.

Article 21, Motion 4 – CPC Administrative Expenses and Reserve Transfers. After a brief discussion, Mr. Hill moved and Ms. McMahon seconded recommending favorable action on Article 21, Motion 4. **The vote was 11 in favor; 0 opposed; 1 abstention.**

Article 21, Motion 1 – CPC Fuller Brook Park. The Committee discussed the motion and write-up. There were concerns relative to the future funding of the project. It was noted that the entire project is eligible for CPA funding, however, there is no indication that the CPC will fund it in its entirety. After discussion, Ms. Macdonald moved and Mr. Haley seconded recommending favorable action on Article 21, Motion 1. **The vote was 12 in favor; 0 opposed; 1 abstention.**

Article 21, Motion 2 – WHDC Equity Grant. The Committee discussed the motion. Mr. Haley moved and Mr. Sykes seconded recommending favorable action on Article 21, Motion 1. There was concern expressed by some members that the WHDC still has a balance of funds in the event that

property becomes available, and additional funds are not warranted at this time. Others questioned whether this is the most-cost effective way to provide affordable housing, suggesting rent subsidies as a viable alternative. **The vote was 10 in favor; 2 opposed.**

Article 21, Motion 3 – CPC Projects – WHC Cultural Resource Inventory. The Committee discussed the project. There were questions concerning the CPC's long term strategic plan and how their project submissions fit into their plan. After discussion, Ms. Macdonald moved and Mr. Haley seconded recommending favorable action on this project. **The vote was 9 in favor; 3 opposed.**

Article 21, Motion 3 – CPC Projects – Study Expansion of Dadmun-McNamara House. The Committee discussed the project. Questions were raised concerning the long term plan for this area, and whether Friendly Aid, the owner of the land on which the house is located, has been consulted concerning any potential expansion plans. Action was deferred pending responses to these questions.

Article 21, Motion 3 - CPC Projects - Cluster Zoning Bylaw Study. After a brief discussion, Ms. Macdonald moved and Ms. McMahon seconded recommending favorable action on this project. **The vote was 12 in favor; 0 opposed.**

Article 21 – Motion 3 - CPC Projects - Abbott Road/Belvedere Estate Sign. After a brief discussion, Ms. Macdonald moved and Mr. Hill seconded recommending favorable action on this project. **The vote was 12 in favor; 0 opposed.**

Adjournment. Upon a motion made by Ms. Macdonald and seconded by Ms. Parker, the Committee unanimously voted to adjourn at 12:15 p.m.

Respectfully submitted,

Adeline G. Doherty
Administrative Assistant